



A

MODERN APPRENTICESHIP

IN

Accounting SCQF Level 5

FRAMEWORK DOCUMENT
FOR
SCOTLAND

Skills for Justice

June 2022

Skills for Justice
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Modern Apprenticeships in Scotland

What are Modern Apprenticeships?

Modern Apprenticeships offer those aged over 16 paid employment combined with the opportunity to train for jobs at craft, technician and management level.

Who develops them?

Modern Apprenticeships are developed by Sector Skills Councils (SSCs). SSCs consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

Who are they for?

Modern Apprenticeships are available to employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme. All Modern Apprentices must have a demonstrable need to acquire significant new knowledge and skills to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

What's in a Modern Apprenticeship?

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. There are four different levels of Apprenticeship in Scotland: SCQF 5 (SVQ 2), SCQF 6/7 (SVQ 3), SCQF 8/9 (SVQ 4) and SCQF 10 (SVQ 5). They all contain the same 3 basic criteria:

- A relevant SVQ (or alternative competency based qualifications)
- Core Skills
- Industry specific training

Details of the content of this specific Modern Apprenticeship are given in the next section.

Modern Apprenticeships in Accounting

The Finance and Business Services was identified in Scotland's Economic Strategy as one of the growth sectors in Scotland in which Scotland can build on existing comparative advantage and increase productivity and growth.

In Scotland, employment within the Financial and Business Services growth sector stood at 217,000 in 2015 representing a 3.7% decrease from 2014 (approx 8,400 jobs down). Within Scotland, the sector accounts for 8.6% of employment whilst across the UK, the sector accounts for 10.5% of total employment.

Within the Financial and Business Services Growth Sector, 20.6% (44,700) of jobs are in Monetary Intermediation, which relate to the activities of banks and building societies. Activities such as accounting, book keeping, auditing activities; tax consultancy represent another 12.3% (26,700 jobs), 12.7% (27,000) and 10.1% (21,900) of jobs in this growth sector respectively.

Accountancy and finance can refer to a function within an organisation, a profession or a distinct services sector. Thus for the purpose of this framework the following conventions will be observed:

- Organisations offering professional accounting and finance related services will be collectively referred to as '**accountancy firms**'.
- The accounting and finance function within an organisation in any sector (private, public or not-for-profit) will be referred to as '**the finance function**'. Specific reference to either the private, public or the not-for-profit sector will be made only when the need for such distinction arises. The finance function of businesses outside accountancy firms will be designated as finance '**in industry and commerce**'.
- Persons employed in either of the above will be referred to as '**finance practitioners**'.

The bulk of the workforce in accountancy firms and finance functions is made up of senior professionals, including qualified accountants, members of the UK's highly established and respected professional accountancy bodies. Almost all of the rest of the workforce is made up of administrative roles such as book-keepers, accounts and payroll clerks, who form the backbone of the finance function.

Accountancy and finance is a diverse sector. Providers of accountancy services are mostly outward-looking businesses emphasising the role of income generators, while the finance function, which accounts for just over three quarters of the sector's workforce, generally operates as a cost centre, with the administrative functions of financial and business services industries, retail and the public sector dominating employment.

In keeping with trends across industries, small and medium-sized businesses (SMEs) and small and medium-sized practices (SMPs) account for the majority of employment in the sector, 62% in accountancy and 64% in finance. Crucially, this includes a large number of self-employed professionals – especially among accountancy practices.

The share of finance staff is highly concentrated in a few industries in Scotland. The accountancy sector and public administration, defence and education together employ 36% of all finance staff (approximately 18%). Other industries employing a significant share of finance staff are construction, wholesale and retail (14%) and financial services (8.5%).

Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Accounting at SCQF Level 5

Duration

The framework should take between 9-12 months to complete.

Mandatory outcomes

SVQ or alternative competency based qualification

- *One of the following must be achieved:*

- ACCA SCQF Level 5 Diploma in Financial and Management Accounting - R484 04

Core Skills

- Communication SCQF Level 4
- Working With Other SCQF Level 4
- Problem Solving SCQF Level 4
- Information and Communication Technology SCQF Level 4
- Numeracy SCQF Level 4

The Numeracy, ICT, and Working with Others Core Skills are required to be separately certificated, although some areas of the Core Skill are partially covered in the competency-based qualification. The Communication and Problem-Solving Core Skills are embedded in the mandatory units of the competency-based qualification.

Enhancements

None

Optional Outcomes

Additional SVQ Units/Qualifications/Training

None

NOTES:

The SSC should include a relevant VQ and Core Skills dependant on the MA level. The following provides a guide against each MA.

MA level	VQ level	Core Skills level
2	2	SCQF 4
3	3	SCQF 5
4	4	SCQF 6
5	5	SCQF 6

Please remove any boxes that are not required within the mandatory component.

All Scottish MA Frameworks must contain a relevant SVQ or equivalent competency based qualification.

All Scottish MA Frameworks must contain all 5 Core Skills. Where these can be demonstrated (via a detailed mapping at performance criteria to performance criteria level) to be embedded within the mandatory units of the SVQ/ CBQ, they should NOT require to be separately certificated.

Please make it clear in this section which Core Skills need to be separately certificated and which do not. You should also provide a Core Skills signposting for all Core Skills that are not embedded.

The Scottish Government is keen to see language qualifications included in all MA Frameworks and SSCs are encouraged to include these where appropriate.

If no `enhancements` are required, remove this box.

All sectors should encourage the achievement of additional awards, qualifications and training.

The Framework

Duration

It is expected that apprentices following this framework will take approximately 9-12 months to complete. Off the job training is included within this time frame.

Mandatory Outcomes

SVQ(s)/ CBQs

Each apprentice is required to achieve ONE of the following qualifications

- * ACCA SCQF Level 5 Diploma in Financial and Management Accounting at - R484 04

All Scottish Modern Apprenticeships must contain a relevant Scottish Vocational Qualifications (SVQs) or Competency Based Qualifications (CBQs). SVQs and CBQs are work-based qualifications based on National Occupational Standards of competence drawn up by representatives from each industry sector. They are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kind of activities of a job. SVQs and CBQs are available at a range of levels – although most are at SCQF Levels 5, 6 and 7 (SVQ Level 2 and 3). When someone has achieved an SVQ or CBQ, there is a guarantee that they have the skills and knowledge needed to do their job.

Core Skills

Each apprentice is required to achieve the following core skills:

Communication	SCQF Level 4
Working with others	SCQF Level 4
Problem Solving	SCQF Level 4
Information and Communication Technology	SCQF Level 4
Numeracy	SCQF Level 4

The Numeracy, ICT and Working with Others Core Skills are required to be separately certificated, although some areas of the Core Skill are partially covered in the competency based qualification. The Communication and Problem Solving Core Skills are embedded in the mandatory units of the competency based qualification. Details of which can be viewed in the mapping documents enclosed with the submission.

Core Skills are skills and abilities which everyone needs in their work. This is true for every job in every workplace. Core Skills also feature in National Qualifications such as Standard Grades and Highers and from 2000, Scottish candidates have been issued with a Core Skills profile on their Scottish Qualifications Certificate. Candidates who have already been certificated as achieving Core Skills at the levels given above – either in the workplace or at school or college - do not need to repeat these Core Skills as part of the Modern Apprenticeship Framework.

Enhancements

None.

Optional Outcomes

None.

Registration and certification

This Scottish Modern Apprenticeship is managed by Skills for Justice. The SSC is the first point of contact in Scotland for any enquiries in relation to the Framework. Contact details:

Skills for Justice
1st Floor, Unit C Meadow Court Business Park, 4 Hayland Street, Sheffield, S9 1BY.
Tel:- 0114 284 1930
Email:- Certification@sfjuk.com

The SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 4 weeks of starting their apprenticeship.**

Registration must be made by completing the online registration system (MA Online, www.maonline.org.uk).

In the case of MAs which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

The SSC will issue a Modern Apprenticeship Certificate of Completion to those Modern Apprentices who have completed the mandatory outcomes of the Framework. Before a certificate is issued, training providers must submit evidence to the SSC that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates from awarding bodies.

Requests for registration and certification should be made to the SSC at the address above.

SSC Service level

The SSC undertakes to confirm the registration of candidates in writing within 4 weeks of receipt of the relevant Training Plan and Training Agreement. Each candidate will be issued with a unique registration number.

The SSC also undertakes to issue Certificates of Completion within 4 weeks of receipt of the appropriate evidence that a candidate has completed the outcomes as stated in the Training Plan.

Recruitment and selection

The recruitment and selection of Modern Apprentices is primarily the responsibility of the employer. However, the following guidance is given:

- * Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- * The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.
- * The following factors may also influence the selection process:
 - * performance during a formal interview process
 - * references
 - * relevant work experience
 - * trial observation period.
- * Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- * Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

Initial assessment will identify the needs and potential of Modern Apprentices upon which the MA Training Plan will be based. However, employers have agreed that the following should be used as a guide when recruiting modern apprentices.

It is recommended for SCQF Level 6 and 8 MA's, who have not achieved SCQF Level 5 MA in Accounting that they will require a Higher Grade Accountancy A-C or 2 Highers in academic subjects A-C. They would also require good communication skills and vocational experience (our research has indicated that 16 year olds without this experience are likely to experience difficulties in completing the framework if they enter the programme at level SCQF Levels 6 or 8).

Skills and attributes required of applicants are:

- Attention to detail.
- Appreciation of the importance of confidentiality in relation to accounting work.
- Motivation to succeed within the Industry/Sector.
- Willingness to learn and apply that learning in the workplace.
- Ability to demonstrate that they have the potential to complete the qualifications which are part of the Modern Apprenticeship.
- Willingness to communicate effectively with a range of people.
- Being numerate and literate.

Equal opportunities

Modern Apprenticeships should ensure that there is equality of opportunity for all and any barriers (real or perceived) are addressed to support anyone seeking to enter employment to undertake the Modern Apprenticeship.

All MAs supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement.

Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Modern Apprenticeship Framework and all statutory requirements be adhered to. It is a key aspect of the induction period of the Modern Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Modern Apprentices should be made aware of their rights and duties with regard to health and safety.

All Modern Apprentices supported by Skills Development Scotland will be required to satisfy the adequacy of SDS's Health and Safety policy and systems.

Contracts

The following three contracts are essential to the successful outcome of the Modern Apprenticeship programme:

1. Contract of employment signed by the employer and the Modern Apprentice.
2. SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities. A sample SSC Training Agreement is set out in Appendix 3.
3. SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by SDS, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the Sample Training Plan at Appendix 3. Training Plans may be modified to reflect changing circumstances; however it is essential that the SSC is notified of any changes.

Employment status of Modern Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Modern Apprenticeships. Accordingly, **all apprentices must be employed.**

All Modern Apprentices must have a demonstrable need to acquire **significant new knowledge and skills** to fulfil their job role. The modern apprenticeship framework selected for the employee must be the most appropriate learning programme generally available to that individual, providing such knowledge and skills.

Terms and conditions of employment

In order to compete with other sectors offering Modern Apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual Modern Apprentices will be agreed between the employer and the apprentice and should form the contract of employment.

Training and development

Delivery

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved SVQ Assessment Centres; others may join a consortium or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and development will have to take place away from the normal workplace. In particular the underpinning knowledge requirements are often more suited to delivery by outside training providers which might include:

- * private training organisations
- * colleges / universities
- * other employers

Such knowledge could be delivered through training courses or through open/distance learning packages.

The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms which do not have the resources to provide all of the training and development. Assessment can be provided by these bodies, but the assessors and the training centre must be approved by the awarding bodies for the SVQ and Core Skills where appropriate.

List of Training Providers

The following list of training providers are approved to deliver this Framework:

Dundee and Angus College
BPP Professional Apprenticeships
Glasgow Clyde College
Learn Direct
Training Direct Ltd
Microcom Training
University of Highlands and Islands
Shetland Islands Council
Kaplan Financial Limited

Delivery of Training for the Modern Apprenticeship in Accounting

Work-based training

Delivery and assessment method

- how is training delivered and assessed in the workplace?

The MA in Accounting is equally valued by accountancy practices and non-accountancy organisations with an in-house finance department (no matter how large or small).

Employers pride themselves in developing their MAs technically to meet the organisations particular needs both in relation to the technical aspect of the role and the people practices side of the role. This training may be formal or informal.

Depending on a candidate's educational background, they may need to acquire additional core skills to meet the requirement of the Framework. This would be a further element of work based training but one that would require a high degree of formality to meet SQA standards. This requires the candidate to be assessed by SQA qualified assessors who may be internal to the organisation but for accountancy such assessors are more likely to be external (from colleges or private training providers).

Skills required by training providers delivering the training

- list any skills and qualifications required

Relevant accountancy experience and ideally an accounting qualification. An assessor qualification is mandatory for core skills assessment and a teaching qualification would also be beneficial.

Delivery of underpinning knowledge (if no formal off-the job requirement)

- how do apprentices develop knowledge and understanding if there is no formal certification of underpinning knowledge

This would be delivered through the work based part of the qualification. A skills matrix could be created to confirm what tasks the students have completed in the workplace and their level of competence on these. This would help contextualise the formally assessed part of the qualification and also enhance the candidate's CV.

Off-the-job training

Details of off-the-job training (please state if not applicable)

- What is required to complement the workbased component? Does it lead to a formal recognised award (e.g. and Awarding Body or Vendor award?)

The off the job training is the technical I part of the qualification. This element is delivered via classroom or on-line tuition depending on the training organisation and the needs of the learner.

Delivery and assessment method

- How is training delivered and assessed off-the-job? How long does it take to achieve the award?

Assessment would primarily be via computer based assessment. Core skills training will be delivered in a simulated environment. Assessment must be conducted via qualified assessors who have been approved by an awarding body accredited to deliver Work Place Core Skills.

Exemptions

- Are any groups exempt from completing the off-the-job component? (e.g. older workforce with the required knowledge as demonstrated through RPL/ APL)

N/A

The SSC training plan

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 A summary of the Modern Apprentices accredited prior learning
- 3 A timetable for achievement of the selected Framework outcomes, linked to regular progress reviews.

The Training Plan should take into account any relevant previous training and development, education or work experience. Not all Modern Apprentices need have different plans, but many will vary. Moreover as reviews take place and circumstances change so the plan itself can be modified.

However any changes must:

- * be subject to the quality provisions of Skills Development Scotland (if the MA is being financially supported)
- * comply with the stipulations of this Framework
- * meet the needs of the employer and apprentice.

A sample Training Plan is provided at Appendix 3 of this document, however, for those Modern Apprentices funded by SDS area office it is sufficient to submit the Skills Development Scotland Training Plan on condition that it covers the same information required in the MA Training Plan.

Consultation Process

An online consultation was sent out to a variety of Financial Services sector organisations including those organisations who have learners registered on the Accounting frameworks at the moment or in the past.

The online consultation has been sent to banks, training providers, smaller financial services institutions and Colleges. This consisted of up to 50 employers. There was a very low response rate to the consultation and from these 50 employers only 7 responded. The people who responded were from some of the main organisations who currently deliver the framework to candidates.

An update was made to the framework last year so this may be the reason behind the low response rate. Ample opportunity was given to employers to allow as much time as possible for people to respond and follow up and reminder emails were sent. Listed below are the organisations who responded:

- ACCA x 2
- BPP Professional Apprenticeships
- Kaplan
- SQA Awarding Body
- AAT
- Edinburgh College

From the responses, employers explained that they are happy with the qualifications associated with the framework and see no gaps in current provision. Respondents saw no need to add in any further learning or qualifications as either mandatory or optional enhancements to the frameworks.

Feedback was given during the suggesting that the numeracy core skill should be made SCQF L5 instead of the L4 that it is at the moment. This was discussed with the other respondents who advised that they were happy to keep the numeracy core skill at the current level. This has therefore not been altered

From the employers who responded to the consultation, they emphasised the importance of keeping the SCQF levels 5-8 frameworks and showed their ongoing support behind utilising it. Keeping these frameworks will allow individuals to progress their careers in Accountancy and allow progression and the opportunity to qualify and practise in the Scottish economy.

Career progression

Following completion of the Modern Apprenticeship, candidates should be able to achieve positions in areas such as:

The information below details how candidates can progress on completion of each of the Modern Apprentice Accounting frameworks.

- Progression to a SCQF Level 6 Modern Apprenticeship in Accounting where SCQF Level 5 Modern Apprentices show the potential.
- Progression to a SCQF Level 8 Modern Apprenticeship in Accounting where SCQF Level 6 Modern Apprentices show the potential.
- The SCQF Level 8 Modern Apprenticeship in Accounting provides exemption from the foundation stages of the following Chartered Accountancy qualifications:
 - Institute of Chartered Accountants in Scotland (ICAS);
 - Institute of Chartered Accountants in England & Wales (ICAEW);
 - Association of Certified Chartered Accountants (ACCA);
 - Chartered Institute of Management Accountants (CIMA);
 - Chartered Institute of Public Finance and Accountancy (CIPFA).

And AAT Level 4 students may gain entry directly into stage 2 of the Robert Gordon University – Aberdeen - BA Accounting with CIMA Advanced Diploma programme depending on modules studied.

SCQF Level 5 Modern Apprenticeship occupations are likely to include:

- accounts assistant accounts clerk cashier
- credit control clerk data input clerk finance assistant
- purchase ledger clerk sales ledger clerk

SCQF Level 6 and 8 Modern Apprenticeship occupations are likely to include:

-
- Accounts assistant Assistant management accountant
- Semi Senior (accounting practice Finance Assistant
- Junior accounts
- Trainee Accountant
- Technician

Appendices

APPENDIX 1

Stakeholder Responsibilities

Many organisations and individuals share the responsibility for ensuring that the Modern Apprenticeship programme is implemented to the highest possible standard. They include:

- * Awarding Bodies
- * Employers
- * Modern Apprentices
- * Modern Apprenticeship Group (MAG)
- * Sector Skills Councils (SSCs)
- * Skills Development Scotland
- * Training Providers

Role of the Sector Skills Councils

SSCs are responsible for developing Modern Apprenticeship Frameworks and are required to work with employers in their sectors to ensure that all Frameworks meet the needs of employers in their sectors.

For details on your sector's SSC, follow the link to the Federation for Industry Sector Skills and Standards website <http://fisss.org/>.

Role of Skills Development Scotland (SDS)

MA frameworks are used by employers as part of their workforce development to train new employees and up-skill existing members of staff. They can be (and often are) used regardless of whether financial support is available from the delivery body who currently provides a 'contribution' towards the cost of delivery. However, only approved MA Frameworks will be eligible for funding support from Skills Development Scotland who should be contacted to establish the availability and level of support for each MA Framework.

Further information is available from: <http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships.aspx>

SDS provides advice and guidance to individuals on the range of Modern Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

- Supporting the Modern Apprentice with ongoing Career Planning advice
- Signposting candidates to suitable vacancies
- Promoting the Modern Apprenticeship route on the Skills Development Scotland website
- Facilitating recruitment events that bring together jobseekers and opportunity providers

Role of the Awarding Bodies

A significant proportion of the Modern Apprenticeship is based on the assessment of the apprentice against SVQs/ CBQs or SVQ/ CBQ units. These qualifications are accredited by the SQA Accreditation and the Office of the Qualifications and Examinations Regulator (Ofqual) and are offered by Awarding Bodies.

It is the responsibility of the Awarding Bodies to ensure that centres are approved, that assessors and verifiers are suitably qualified, trained and monitored, and that all of the assessment criteria of the SVQs/ CBQs and SVQ/CBQ units are fully met.

Role of the Training Provider

The role of the training provider is important to the success of the Modern Apprenticeship. A training provider can be a further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

Training Providers are responsible for:

- Confirming an appropriate MA programme for candidates
- Agreeing the training needs of the candidates
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and defining roles and responsibilities for this with relevant parties
- Ensuring trainee/candidate has access to the best quality training opportunities available
- Ensuring that the Modern Apprentices and employers fully understand the principles and processes of competence-based assessment
- Registering of MA candidates with the relevant SSC (and Skills Development Scotland if appropriate).
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing candidates progress at regular intervals
- Submitting records and evidence for moderation
- Advising the Modern Apprentice who to approach for support, advice, encouragement and in case of complaint

Role of the Modern Apprenticeship Group (MAG)

MAG is an independent group drawn from key stakeholders involved in the management and delivery of the Apprenticeship programme in Scotland.

MAG is responsible for:

- Approval and re-approval of Modern Apprenticeship Frameworks
- De-approval of Modern Apprenticeship Frameworks
- Encouraging best practice across Modern Apprenticeship Frameworks and sectors

Role of the Employer

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress

- Witnessing candidate performance and verifying evidence
- Releasing Modern Apprentices for college/off-the-job training in line with training plan
- Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

Role of the Modern Apprentice

Modern Apprentices have the same responsibilities to their employer as any other employee. In addition they have a range of commitments to their training programme.

Modern Apprentices' responsibilities include:

- Observing the company's terms and conditions of employment
- Agreeing a training/development plan with all parties involved
- Undertaking development in line with agreed training plan
- Attending meetings with trainers, assessors and verifiers as required
- Attending college/off-the-job training where required
- Providing evidence of competence
- Developing a collection of evidence (portfolio) and retain ownership of this throughout
- Behaving in a professional manner throughout

APPENDIX 2

Modern Apprenticeship Centres (MACs)

Modern Apprentices may only be registered through organisations approved by the SSC to deliver this Framework. Such approved organisations are called Modern Apprenticeship Centres (MACs)

The MAC may be the employer of the apprentice or a separate organisation such as a training provider, further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

In order to be approved, organisations must make a formal application to the SSC, seeking approval and establishing that the centre satisfies the following criteria:

Either

- 1 be approved by an appropriate Awarding Body as a centre for the assessment of the relevant SVQ/ CBQ (and Core Skills if these are being separately certificated)

or

- 2 be capable of demonstrating a contractual relationship with another approved centre for the assessment of those units for which the MAC does not have approval from an appropriate Awarding Body.

In addition

The SSC will maintain a database of MACs for the delivery of the Framework within Scotland, which will be available to employers and others.

Organisations wishing to become MACs who have yet to obtain the necessary Awarding Body approval for assessment should first contact the Awarding Body direct.

Organisations wishing to be accredited with SQMS (or other appropriate quality system) should contact Skills Development Scotland.

In addition to the assessment of the Modern Apprentice against the relevant standards set by the selected Framework outcomes, the MAC has responsibility for:

- * Entering into a formal training agreement with the employer and Modern Apprentice
- * Registering Modern Apprentices as candidates for the relevant SVQ/ CBQ (s) and other selected units with the appropriate Awarding Body
- * Registering Modern Apprentices with the SSC
- * Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices
- * Informing the SSC of any material alterations to Modern Apprentices' training plans or desired changes to the selected Framework outcomes.

APPENDIX 3



MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT

This Training Agreement is entered into by:

Name of Employer:	
Name of Modern Apprentice:	
Name of Modern Apprenticeship Centre:	

The **Employer’s responsibilities** are to:

- employ the modern apprentice subject to the employer’s usual terms and conditions of employment;
- provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;
- in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere;
- in the event of the apprenticeship being terminated prematurely by either the employer or modern apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere;
- operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and
- operate an Equal Opportunities policy which meets all legal requirements.

The **Modern Apprentice’s responsibilities** are to:

- work for the employer in accordance with the agreed terms and conditions of employment;
- undertake training, attend courses if required, keep records, and take assessments to be determined by the employer and/or Modern Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation relating to the apprentice’s responsibilities as an individual; and
- promote at all times the employer’s best interests.

The **Modern Apprenticeship Centre’s responsibilities** are to:

- agree the content of the modern apprentice’s personal training plan as confirming that the selected Framework outcomes and training plans meet the criteria of this modern apprenticeship
- contract with the employer to provide the training and assessment necessary to enable the modern apprentice to achieve the selected Framework outcomes specified in the apprentice’s personal training plan; and
- use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan.

This agreement to be signed by all parties:

Employer		Date:
Modern Apprentice		Date:
Modern Apprenticeship Centre		Date:



MODERN APPRENTICESHIP TRAINING PLAN

The Modern Apprenticeship Centre

Name:
Address:
Telephone:
Contact:

The Modern Apprentice

Full name:
Home address:
Work address:
Date of birth:

The Employer

Name:
Address:
Telephone:
Contact:

Skills Development Scotland office

Name:
Address:
Telephone:
Contact:

Framework selected outcomes

Mandatory outcomes

SVQ/ CBQ Level <i>(please identify level)</i> <i>(List mandatory and optional units)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
SVQ/ CBQ level <i>(please identify level)</i> <i>(List mandatory and optional units)</i>				
Enhancements				

Core Skills <i>(Include details of the minimum level required)</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
1	Communication			
2	Working with others			
3	Numeracy			
4	Information and communication technology			
5	Problem Solving			

Optional outcomes

Additional units <i>(if any)</i> <i>These are optional and should reflect the individual training needs of the Apprentice</i>		Tick units being undertaken	SCQF Level	SCQF Credit Points
	(specify unit)			
	(specify unit)			
	(specify unit)			
	(specify unit)			

Summary of Modern Apprentice’s accredited prior learning:

If you require assistance in completing this form, please contact:

Skills for Justice
1st Floor, Unit C Meadow Court Business Park, 4 Hayland Street, Sheffield, S9 1BY.
Tel:- 0114 284 1930
Email:- Certification@sfjuk.com